
File Management

Each Call Accounting site represents the location and configuration of a specific Meridian 1. If your installation requires multiple sites (i.e., more than one source of call detail data) you will need to use the File functions to move from one site to another. This chapter will describe the functions required to open and close sites, list a site's disk filename definition as well as set up your printer and exit Call Accounting.

File functions

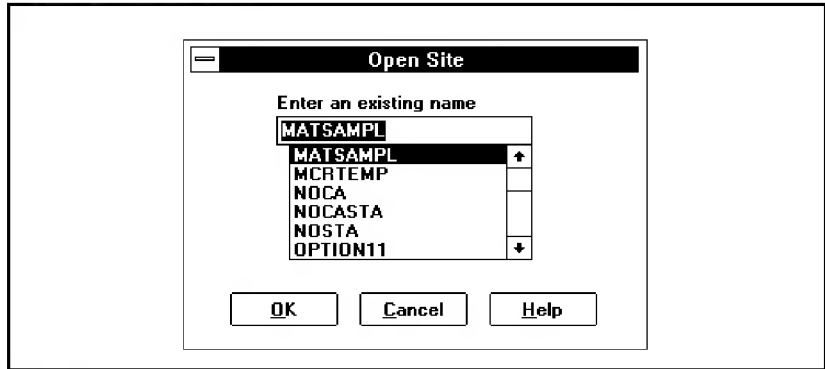
To access these functions, select **File** from the main window. A drop-down menu will appear containing the options allowing you to manage each site's databases as well as setting up your system for printing.

Open Site

The Open Site function allows you to open a site for processing and reporting. Call Accounting commands will appear greyed (inactive) if no site has been opened. To open a site, click on **Open Site** from the File drop-down menu. Select the site from the list of predefined site names and click on the **OK** command button.

Sites which appear in this list were previously created from MAT Common Services. Refer to the *MAT Common Services User guide* for complete details on creating sites.

Figure 7
Open Site diagram



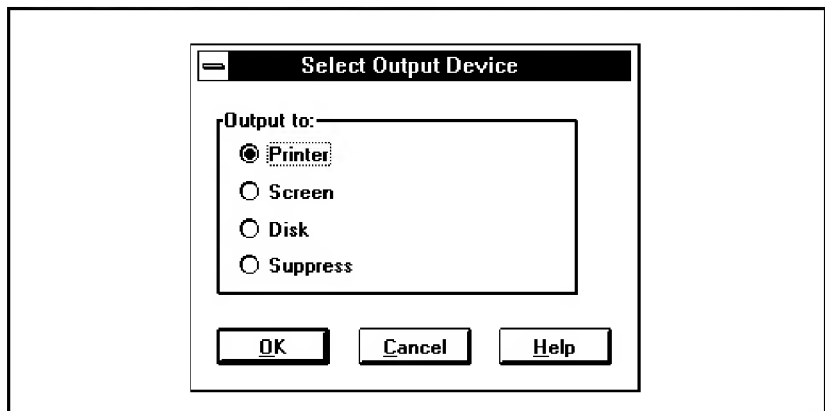
Close Site

Click on the **Close Site** command to close the currently opened site. This protects the site information from being accessed by unauthorized users.

Select Output Device

Choose **Select Output Device** from the File drop-down menu to select the output device used for generating output such as reports. The Select Output Device dialog will appear.

Figure 8
Select Output Device dialog



Printer

To select the printer as your output device, click on **Printer** from this option button box. This will change the output device to printer allowing for all reports to be printed to the configured printer device.

When you schedule a report to run using the MAT Scheduler, Call Accounting will create the following command lines based on the type of report being generated. These command lines indicate that the output will be sent to the configured printer based on the type of report being generated.

Type of Report	Command Line
CDR Data Collection Report	OUTPUT:P or OUTPUT:LST
Detail, Summary, or Configuration Reports	OUTPUT:P

Screen

If you select Screen for your output, the system will display the report directly to your computer screen. When you first view the report to screen, the report will appear in its own window. You can use the cursor keys to scroll down, left and right through the report.

If you press the <Esc> key, the report will scroll continuously. If you click on the scroll bar, the report will scroll continuously (similar to the <Esc> key).

Note: Once you scroll down through a report, you cannot return back up the report. To review the previous portions of the report, run the report again.

Disk

To send your output to a disk file, select **Disk**. The system will save the report in ASCII format with the name REPLOG1.ext.

The following is a list of reports and the file extensions associated with them.

Table 1
File extensions

Extension	Report
EXD	Extension Detail Report
CHL	Exception/Chronological Report
DEP	Department Summary Report
TKD	Trunk Detail Report
DVN	Division Summary Report
TKU	Trunk Utilization Report
COR	Corporate Summary Report
ACS	Account Summary Reports
UDV	Undisbursed Verification Report
UDS	Undisbursed Summary Report
CUS	Customer Directory Report
ATH	Authorization Code Report
TKG	Trunk Graph Report
ACT	Account Code Report
EMP	Billing Database Report
TDM	Tandem Tie Report
CON	Configuration Diagnostic Report
NNX	Location Summary Report
FRQ	Frequently Called Number Report
CSR	Customer Summary
—continued—	

Table 1
File extensions

Extension	Report
DDR	Digits Detail Report
CLD	Calling Line Frequency Report
SDF	Export Detail Report
CLX	Calling Line Summary Report
RGT	Ring Time Summary Report
DSR	Call Duration Summary Report
HTD	Hold Time Detail Report
HLD	Hold Time Summary Report
NAD	Unanswered Call Detail Report
NAS	Unanswered Call Summary Report
DCR	Area Code Summary Report
ASX	Account Code Summary by Extension Report
—end—	

Suppress

If you do not wish to generate output when you generate a report, select **Suppress** from this option button box. Use this feature if you wish to calculate line usage or summaries without generating any output.

Printer Setup

Use the Printer Setup function to select the type of printer for output. This function includes all of the printers you have set up for the different ports using the Windows Setup Printer (from Control Panel). To select a printer for Call Accounting, click on **Printer Setup** from the File drop-down menu. A dialog will appear prompting you to select a printer and its font style. Select your printer and font from the list boxes and click on the **OK** command button to save these settings and return to the main window.

Additional printer setup

Add additional printers for your system in the Windows Setup Printer function. Appendix C–Additional Printer Commands will provide you with a list of commands you can include in the MATCA.INI file to change your printer parameters and configuration. To avoid any unusual output, run the printer at the highest resolution and check the fonts after every edit to the Windows Setup Printer.

Note: Improper editing of the MATCA.INI file or the Windows Setup Printer function may create errors in your configuration. Only experienced users should attempt to modify these functions.

Exit

Click on the **Exit** command to exit from Call Accounting.